

MISSION

1. Chief, Intelligence Information Staff, serves as Liaison and Graphics Coordinator for the Office of Current Intelligence ~~(and the Office of Basic Intelligence)~~. In this capacity, he is responsible for monitoring the overall use of graphics in OCI publications as a means of improving their quality, customer acceptance and intelligence impact, and for assuring that the CIA publication effort receives timely and effective support from the appropriate graphic support resources of the Office of Basic Intelligence. As a part of this overall responsibility for both the timeliness and reproduction quality of CIA current intelligence products, incumbent is also responsible for maintaining liaison with the Printing Services Division to assure timeliness and quality in this final and often critical step in preparing CIA current publications for the customer.

In the discharge of these responsibilities, incumbent performs the following specific functions:

- (1). Informs OCI analysts as to the time needed to prepare and reproduce graphics, and guides them in planning for these graphic needs accordingly.
- (2) Ensures that OCI analysts approve the final version of graphics prepared by OBI.
- (3) Maintains graphics production deadlines and

arranges for last-minute changes in graphics and delivery deadlines.

(4) Gives guidance to OCI analysts and OBI graphics specialists in planning and formulating appropriate graphics in relation to the regular OCI publications concerned and for specific on spot issuances, i.e.,
(~~Spell out~~)

- A. Current Intelligence Bulletin
- B. Current Intelligence Weekly
- C. Presidential Daily Brief
- D. Publications for special task forces
- E. Presentation staff briefings
- F. Presentation staff memos

(5) Maintains a continuous exchange of information between OCI analysts and OBI graphics specialists to assure maximum mutual understanding of each others production problems, operating limitations, deadline demands, and the like. Informs both as to the limitations and capabilities of PSD in the reproduction field.

(6) Assists in or initiates necessary format changes designed to enhance the quality and impact of CIA current issuances. Coordinates such actions among OCI, OBI and PSD, and reviews all OCI publications to assure highest overall reproduction quality.

(7) Performs such other tasks or functions in graphics preparation and reproduction as may arise in connection with maintaining the most effective and timely issuance of ^{OE's current intelligence} CIA ~~current~~ publications.

MEMORANDUM FOR: Mr. James Brammell

Per our telephone conversation of a couple of days ago. Do you have any comments on the attached draft description of the duties of an OCI Graphics Coordinator?

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28 Oct 65

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED

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